

WESTON VILLAGE PRIMARY SCHOOL



Role of a school governor

Being a school governor is a challenging, but rewarding, voluntary role.

Governors work together to carry out their core functions by:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

Governors must also ensure that the governing body complies with all legal and statutory requirements.

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day to day management whereas the role of the governing body is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed



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policies

- visiting the school to monitor implementation of the strategy and reporting back to the board (this could be in a link governor capacity)
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings (a minimum of 4 full governing board meetings and some committee meetings each year), reading papers and preparing questions for senior leaders in advance
- Undertaking a link governor role, which requires termly meetings with a relevant staff member and producing a report for the full board
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis
- acting in the best interests of all the pupils at the school
- behaving in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence.

A governor does not:

- have involvement in operational matters
- write school policies
- undertake audits
- spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary roles within the school
- fundraise – this is the role of the Friends of Weston – the governing board should consider income streams and potential for income generation, but not carry out fundraising tasks
- undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by interrogating data from the senior staff and from external sources
- do the job of the school staff

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility. This role description does not cover the additional responsibility that accompanies the position of Chair, Vice Chair or Chair of Committee(s).